INDIANA COMMISSION for HIGHER EDUCATION

TO: Financial Aid Directors

FROM: Basu Maharjan, IT Manager   *BM*

RE: Updated process for requesting eStudent and xGrads User IDs

DATE: February 11, 2013

To request a new eStudent or xGrads User ID, individuals will need to complete an Information Resources Use Agreement (IRUA). The financial aid director will provide authorization for this individual's access by returning the completed .PDF form to xGrads@sfa.che.in.gov. Completed IRUAs received from the financial aid director will be used to create the new User ID.

Once the User ID is created, the user will receive three separate emails containing the access information at the email address listed on the IURA.

The previously utilized Financial Aid Administration (FAA) form has been eliminated and does not need to be completed to request a new User ID. If you currently have access to eStudent or xGrads, no further action is required. A completed IRUA already is on file.

If there are personnel changes at your institution, please notify the Division of Student Financial Aid (SFA) at xGrads@sfa.che.in.gov so the former staff member's access to eStudent and xGrads can be revoked.

The IRUA is available for download from Section L of the xGrads Information Files.

Standard Processing Schedules

eStudent: Up to six business days
- If the completed IRUA is received by Wednesday, the User ID and password should be created for the user by the following Thursday.

xGrads: Up to three business days
- If the completed IRUA is received by Wednesday, the User ID and password should be created for the user by the following Monday.